Beyond University: Assigning Employees

Welcome to Beyond University!

New to Beyond University? Start Here: Basics: How to Log In & Navigate in Beyond

The Beyond University Orientation Series is meant for all Beyond users to get started in our system. In these lessons, you will learn how to log in and navigate as well as other important basic functionality that all users can benefit from.

Beyond University: Assigning Employees

Once you've found the right employee for an order, you need to assign them to keep track of who you have working where. In this course we will explore the assignment record.

Watch the short video before taking the quiz below

Questions to Consider

Before you move on, review the following process questions with your team:

1. What onboarding steps need to be finished before you can set an employee's washed status to familiar?

2. What are some common assignment restrictions that your team will need to watch out for?

Pop Quiz

Test Your Knowledge with the following quick quiz

Loading Beyond Orientation - Assigning Employees

Congrats! You've finished this course!

Next Up

Next Course: *Beyond University: How To End Assignments*

Description:

Ending assignments in Beyond helps keep your records accurate and prevents issues like accidentally paying an employee for a week they didn't even work. This course provides an overview of why it's important to end assignments and how to end assignments in Beyond.

Related Articles